

Public Safety Communications Advisory Commission (PSCC)
Summary of Minutes - Regular Public Meeting
Tuesday, November 19th, 2013
DRAFT – Not Yet Approved by the Commission

PSCC Voting Members Present

- Aaron Sandeen, State CIO and Deputy Director, ADOA-ASET (PSCC Chairman Designee)
- Thomas Alinen, Deputy Chief of Police, Sierra Vista Police Department (Teleconference)
- David Azuelo, Captain, Tucson Police Department
- Glenn Brown, Fire Chief, Mayer Fire Department (Teleconference)
- Steven Campbell, Chief, City of El Mirage Police Department
- Doug Chappell, Fire Chief, Drexel Heights Fire District (Teleconference)
- Patrick Hancock, Chief, Snowflake Fire
- Jeffrey Raynor, Lt. Colonel, Department of Public Safety
- Mike Worrell, Captain, Phoenix Fire Department

PSCC Voting Members Absent

- William David Bunce, Fire Chief, Salt River Pima Maricopa Indian Community
- Gilbert Orrantia, Director, Arizona Department of Homeland Security
- Patrick Quinn, Deputy Chief, Tucson Fire Department
- Bryan Savage, Fire Chief, Lakeside Fire Department
- Dewayne Woodie, Fire Chief, Ganado Fire District/EMS

Other Attendees

- Lisa Hansen, Assistant Director, Arizona Department of Homeland Security was present as a non-voting representative of Director Orrantia.

Public Safety Interoperable Communications (PSIC) Office Attendees:

- Justin Turner, Arizona Statewide Interoperability Coordinator & Manager, Public Safety Interoperable Communications (PSIC) Office
- Karen Allen, Project Manager
- Michael Britt, Project Manager
- Glade Jarman, Project Manager
- Kyle Stephens, Project Coordinator

26 interested parties and members of the public were also present either in person or on the web conference.

Call to Order and Roll Call

Aaron Sandeen, State CIO and Deputy Director, ASET-ADOA (PSCC Chairman Designee)

Information Item

The meeting was called to order at 1:00 PM by PSCC Chairman Designee Aaron Sandeen. Roll call was then taken by Mr. Justin Turner, Statewide Interoperability Coordinator, and a quorum of the PSCC was declared present as noted above.

Approval of September 17, 2013 PSCC Meeting Minutes

Aaron Sandeen, State CIO and Deputy Director, ASET-ADOA (PSCC Chairman Designee)

Information Item

Chairman Sandeen asked for any comment or questions regarding the September 17, 2013 PSCC meeting minutes. Hearing none, he requested a motion to approve the minutes. Captain David Azuelo made a motion to approve the minutes. Lt. Colonel Jeff Raynor seconded the motion, and Chairman Sandeen called for a vote to approve the minutes. The motion carried unanimously and the minutes were approved.

Approval of 2013 Annual Report to the Governor and Legislature

Aaron Sandeen, State CIO and Deputy Director, ASET-ADOA (PSCC Chairman Designee)

Action Item

Chairman Sandeen stated the draft 2013 Report to the Governor and Legislature was distributed to Commissioners and the public prior to the meeting. Chairman Sandeen then asked for any comment or questions regarding the report. Hearing none, he requested a motion to approve the report as written. Captain David Azuelo made a motion to approve the 2013 Annual Report to the Governor and Legislature. Chief Steve Campbell seconded the motion and the report was unanimously approved by the PSCC.

Report on Sunset Review and Joint Legislative Budget Committee (JLBC) Review of PSCC

Aaron Sandeen, State CIO and Deputy Director, ASET, ADOA (PSCC Chairman Designee)

Information & Discussion Item

Michael Sherman, Executive Manager for Broadband Planning and Public Safety Communications (BPPSC), presented a report on the recent Joint Legislative Budget Committee meeting and Sunset Review of the PSCC. The JLBC granted a favorable review of the annual report, but with discussion. The legislators questions and concerns focused on statewide interoperability performance metrics such as percentage of coverage, percentage of incidence of use, timeline for 100% coverage, 100% incidence achievement, and number of personnel trained. These questions suggest that legislature's expectation is for a statewide system to solve interoperability and that the legislature's perception of A.R.S. § 41-3542 (A) is that it calls for PSCC to build and operate such a system.

After the presentation, a discussion followed. Commissioner Worrell asked the commission what can we be doing differently to create the overall interoperable system, rather than just the components of it. Chairman Sandeen reminded him and the group that the problem is the disconnect between legislature's perception of what we have been doing. He asked whether they should try to convince them that the current path is the better one, or shift our focus to match the legislature.

Commissioner Raynor said that the legislature's questions were about an interoperable system, but it is really a system of systems. He suggested that the PSCC needs to educate the legislature how many components in the interoperable system there are: PSCC, DPS, and other public safety agencies. He further elaborated that the role of the PSCC is to bring stakeholders together and that it is an education process to work with the legislature.

Chairman Sandeen, referring to A.R.S. 41-3542, said that the legislature is interpreting that to mean a single system run by the PSCC. He asked the commission whether this is the right language for the policy. Commission Worrell described how the economic downturn shifted the focus of the commission to more realistic and limited goals. Commissioner Azuelo reminded the commission that it is not legally possible to even connect the three major metro areas of AZ, let alone cover the whole state in a single system. Commissioner Campbell agreed and said that each unit should be able to jump onto an interoperability system to help during a major event. Finally, Commissioner Raynor recommended that the legislature be educated that FirstNet is not a solution to voice communications to prevent misunderstandings in the future.

Mark Venuti, co-chair of the SIEC, reminded the commission before his update that the AIRS system was designed as a temporary solution and that the economic downturn is why we are not where we planned to be as of now.

Statewide Interoperability Executive Committee (SIEC) Updates

Mark Venuti & Mike Sacco, Co-Chairs, SIEC

Information & Discussion Item

Mark Venuti, co-chair of the SIEC, presented an update on the latest SIEC meeting to the commission. The bulk of the meeting centered on the review of the technical PSPs. After reviewing the annual PSP review process, Mark Venuti described changes to the AIRS State Plan and SOP, including the removal of NIFOG tables and information updates. The AIRS improvement and Sustainability Plan was also altered slightly to use generic contact information for the Wireless Services Bureau of the Department of Public Safety to ease document maintenance. Both documents were updated with grammatical and punctuation changes and a new format and approved at the last SIEC meeting, with no further action required on the part of the PSCC.

On the final two technical PSPs, the SIEC had several recommendations for the PSCC's approval. For the Land Mobile Radio Minimum Equipment standard, the SIEC recommended that the minimum character display for radios in Arizona be raised to 8 characters, except for 700MHz radios. The SIEC also recommended that a section on Multiple Band radios be added to the standard, including a footnote stipulating that multiband radios without 700/800MHz frequency bands need only be P25 capable. For the Arizona Interoperable Channels Plan, the SIEC recommended that the PSCC change the title of the document to the Arizona Interoperable Channels Plan and Priority Programming Guide. Also the SIEC recommended removing the outdated footnote from the Priority Programming Guide Tables, revising footnote in the Priority Programming Guide tables, and adding a subsection for *Restrictions on the use of 8AZTAC5 and 8AZTAC5D* information to the 800 MHz Priority Programming Guide table.

Annual Review of Technical Policies, Standards and Procedures (PSP)

- Land Mobile Radio Minimum Equipment Standards
- Arizona Interoperable Channels Plan and Priority Programming Guide

Glade Jarman, Project Manager, PSIC Office

Action Items

Glade Jarman presented the two action items for the acceptance of the approval drafts of the Land Mobile Radio Minimum Equipment Standards and the Arizona Interoperable Channels Plan and Priority Programming Guide. The motion to approve the Land Mobile Radio Minimum Equipment Standards was brought forward by Mike Worrell. After it was seconded, it received a unanimous vote of approval. The motion to approve the Arizona Interoperable Channels Plan and Priority Programming Guide was brought forward by David Azuelo. After it was seconded by Steve Campbell, it received a unanimous vote of approval.

After the votes of approval, Commissioner David Azuelo extended the commission's thanks to the SIEC for their efforts on the technical PSPs.

Massachusetts Communications Unit

Lieutenant Mark Cady, Worcester, MA Fire Department

Information & Discussion Item

Lt. Cady presented the methods that Massachusetts uses to evolve their communications unit. They began by training their COMLs and COMTs and getting their taskbooks completed through mentoring programs. These programs reach through jurisdictions to provide maximum training opportunities. They use a smart phone app for trainees to submit questions to local experts, both to provide answers and to build relationships between agencies and personnel.

This system of relationships is tapped often, both during normal operations and during larger incidents. Lt. Cady described an incident in Connecticut where they were able to send a COMU team to aid them during an emergency response. These relationships between agencies has been a key part of the success of the Massachusetts Communications Unit.

Strategic Technology Reserve (STR) – Mobile Communications Unit (MCU) Video SOP

*Mark Botkin, Emergency Communications Coordinator, Arizona Division of Emergency Management
Information & Discussion Item*

Mark Botkin presented his work on the Video SOP for both the Bullfrog and Toad mobile communications vehicles. The Bullfrog is the largest and best equipped vehicle and is located in Maricopa County. The four smaller Toads are located in Gila, Mohave, Navajo, and Pima counties. All five vehicles are available for deployment statewide with any agency.

The funding for the MCU SOPs came from a 2012 Technical Assistance grant through the Office of Emergency Communications. The work began in January 2013 and continued throughout the year. The MCUs come equipped with a variety of communications equipment to allow them to serve during any kind of emergency response. The SOP covers not only the technical aspects of the equipment, but also the roles and responsibilities of MCU maintenance, deployment, and operation. Using detailed diagrams and eight video SOPs, the project provides a complete picture of how to fully utilize the powerful communications equipment available in the MCU. They will be available in the vehicles themselves, as well as online on both the ADEM website and CASM.

Arizona Public Safety Broadband Update

*Michael Britt, Project Manager, PSIC Office
Information & Discussion Item*

Michael Britt presented the latest updates on FirstNet and the National Public Safety Broadband network. The SLIGP is entering the Education & Outreach and Data Collection phase, with Arizona's portion being nearly \$3 million. The first of NTIA's budget touch points has been completed and the revised Baseline/Expenditure plan is underway. Further work is being done on the Education and Outreach plan and presentation content, as well as on detailed project, schedule, and expenditure plans.

FirstNet held a board meeting on September 23, 2013 covering the Special Review Committee established after FirstNet board member Paul Fistgerald's allegations of a lack of transparency, uneven access to information, and network planning. The Special Review Committee found that no illegal activity has been committed and they are making further plans to address the shortcomings that led to the appearance of impropriety. This task was given to a Department of Commerce legal team.

The local workgroup for the Arizona Public Safety Broadband Network has reestablished bi-weekly workgroup meetings and is developing outreach materials and a naming and branding plan. County Kick-off meetings are planned for 2014 and they are developing a process for tracking and reporting agency representation, points-of-contact, in-kind contributions, and outreach activities, as required by the SLIGP grant.

Dr. Britt also presented information on the broadband related activities of APCO, NPSTC, and the PSCR R&D Roadmap Workshop. The APCO magazine will begin a new section dedicated to broadband. Michael Britt joined others from Arizona at the PSCR R&D roadmap workshop where Teams projected the future capabilities required to enhance delivery, safety, security and efficiency based on various use cases for Law Enforcement, Fire and EMS.

PSIC Office – Multiple Project Updates

Karen Allen, Project Manager, PSIC Office

Information & Discussion Item

Karen Allen presented a PSIC office update to the commission. She highlighted upcoming events, including the RAC meetings starting in December and January. We are still waiting on word from OEC on the TA grants. Every county has an approval draft of their TICP. By the end of the year, every county should have a fully vetted and approved TICP document.

The PSIC office has uploaded our PSPs to a document hosting website, Scribd.com, as a backup location. Yuma has finished their After Action Report from their functional exercise of their new communication system, which is capable of sharing not only voice but data streams as well. It should be released after the New Year.

The 2014 Communications Unit Training Field Day to help COML and COMT trainees complete their position taskbooks is being actively planned for February. It will be an invitation only event.

Comments from the Public

Julie Augeri of the Department of Corrections asked about the plan to engage with state agencies regarding the NPSBN. She was not able to find any documentation on such a plan online.

Michael Britt explained that while initial details have not included state agency coordination, it will be addressed soon. He and the commission extended Ms. Augeri an invitation to the county kick-off meeting being held in her county as well as an open invitation for questions and meetings with PSIC personnel to answer her questions.

Adjournment

Chairman Sandeen adjourned the meeting at 2:33 PM.

Pursuant to A.R.S. 38-341-01(B), minutes of the Public Safety Communications Advisory Commission are recorded by tape recorder. Taped minutes are maintained in the Public Safety Interoperable Communications Office at the Arizona Department of Administration. Public access and review of PSCC minutes are available by appointment Monday through Friday during normal business hours. Please contact the PSIC office at 602-364-4498 to arrange for an audio of the tape-recorded proceedings.